

Charter Transition Update

June 13, 2013

In preparing for the transition to a County Charter form of Government on December 1, 2014, a Frederick County Charter Government Transition Team has been tasked with ensuring that the functions and roles of the executive and legislative functions continue to run smoothly, with no (*or little*) interruption from the onset.

This Transition Team is being lead by myself, the County Manager, The Transition Team consists of the County Attorney; the division directors of Human Resources, Finance, and the Community Development Division; the Budget Officer, the Administrative Officer and the Legislative Coordinator.

The Charter Transition Team meets bi-weekly to plan for:

- Annotated Code of Maryland Revisions
- Frederick County Code & Public Local Laws Changes
- Frederick County Policies and Procedures Changes
- Frederick County Personnel Changes
- Reporting Authority Updates
- Physical Services Changes (Offices, Parking, etc.)
- Other Issues Identified by the Transition Team and Agencies.

The Team has been meeting since January 15, 2013.

Thus far the team has met with staff from:

- The County Manager's Office/Board of County Commissioners
- Human Resources Division
- Finance Division
- Animal Control Division
- Community Development Division
- Division of Utilities and Solid Waste Management
- Citizens Services Division

The Team will meet and review transition issues will every County agency/division/department by mid-2014. There will be a two method approach to resolving transition issues needing to be addressed in the County Code and in State Law. The first track will be a county ordinance to resolve and "clean up" administrative matters by mid next year along with identified changes needed in state law. The

second track will be the identified matters that will need to be resolved by the incoming county executive and council.

Additionally, the Transition Team has developed a general template to guide each agency through their review. This is:

To Identify Issues:

In preparing for the transition to a County Charter form of Government on December 1, 2014, we are tasked with ensuring that the functions and roles of the executive and legislative functions continue to run smoothly, with no (*or little*) interruption from the onset. To that end, to aid in our review of our respective Divisions/Departments we need to focus on the following.

- How and for What do they interact with the Board of County Commissioners (BOCC) now? and,
- How would those interactions be with a County Executive (for executive functions) and a County Council (for legislative functions)?
- What is approved through an: Ordinance? Resolution? Regulation?
- When are the changes needed (*prior to the transition, 1st order of business, or can wait*)?
- Keep in mind the goal is not to assess every daily interaction, policy, procedure or program, as those usually don't require some official action, rather focus initially on the interactions that cause an issue to go through or be decided by the BOCC.

General Assessment

Review of County Code (Part I of Code)

- Is there text within the County Code needing change to reflect either the County Executive or County Council...*or neither*...in place of the 'Board of County Commissioners'?
- Does the Charter itself create new or different procedures that would override or make the code provision/procedure not applicable?

Review of Code of Public Local Laws (Part II of Code)

- Is there text within the County Code needing change to reflect either the County Executive or County Council...*or neither*...in place of the 'Board of County Commissioners'?
- Does the Charter itself create new or different procedures that would override or make the code provision/procedure not applicable?

Review of Policy /Procedures

- Procurements and Bids (likely settled countywide).
- Review of any P&P that involve the BOCC.

Miscellaneous

- Staff Reporting Policies (i.e. request for information, special assignments, etc...).

Municipal Matters

The Charter Transition Team has already identified that two municipalities here in Frederick County have issues that will be addressed in relationship to references to the Board of County Commissioners in Animal Control matters (City of Frederick and Thurmont).

On behalf of the Charter Transition Team I request that each municipality have your staff and attorneys review your mechanisms and identify any changes that may be needed either in your municipal charter and code or even with the Maryland General Assembly.